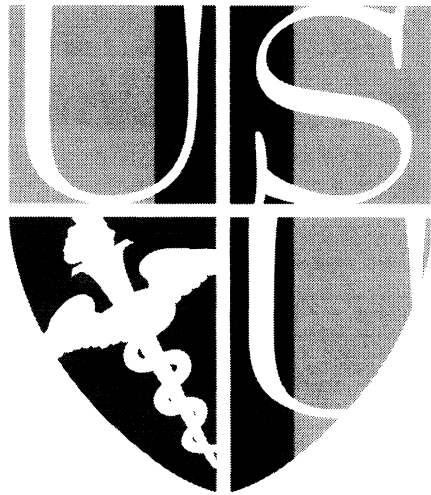# USUHS
INSTRUCTION
7920

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: **College and University Financial System (CUFS) Development and Modification Programming**

Instruction 7920   AUG 1 8 1997

(VPR)

ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the preparation and approval of development and modification programming requests for CUFS.

A. Reissuance and Purpose. This Instructions reissues Uniformed Services University of the Health Sciences (USUHS) Instruction 7920[a] and establishes policies and procedures for the development and modification of the CUFS.

B. Reference. *See Enclosure 1.*

C. Applicability and Scope. This Instruction applies to all organizations and individuals within and related to the USUHS who initiate programming requests to develop or modify CUFS software.

D. Policy. It is USUHS policy that the Resource Management Information Office supervise the technical and functional review for CUFS programming requests. All requests for CUFS development and modification programming will be subject to an evaluation process that includes appropriate USUHS coordination,

Contracting/Financial Management/ Logistics (PAL) committee review/priority assignment, quality control testing and end-user acceptance.

E. Responsibilities.

1. Representatives from the Contracting Directorate, Financial and Manpower Management, Logistics, and the Resource Management Information Office shall:

    a. Review and approve/disapprove requests for CUFS programming support; and

    b. Prioritize all new and outstanding programming requests.

2. The Director, Resource Management Information shall:

    a. Serve as the focal point for all CUFS programming requests;

    b. Coordinate with affected areas;

    c. Review requests for sufficient specifications; and

d. Ensure testing and acceptance are obtained before a program is instituted.
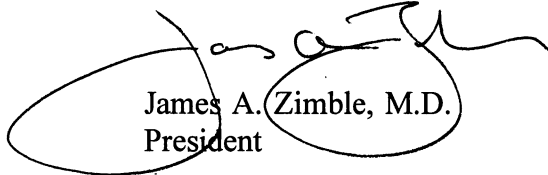
3. <u>Resource Management Information Programming Staff</u> shall:

a. In concert with the Director, Resource Management Information (RMI)

review requests for sufficient specifications; and

b. Obtain signature of acceptance before placing the code into production.

F. <u>**Procedures.**</u> *See Enclosure 2.*

James A. Zimble, M.D.
President

Enclosures:
1. Reference
2. Procedures

REFERENCE

(a) USUHS Instruction 7920, "College and
   University Financial System (CUFS)
   Development and Modification
   Programming," dated September 26,
   1989 (hereby cancelled)

PROCEDURES

These general guidelines will be followed during the development and modification of CUFS software.

1. Requests for CUFS programming will be submitted on USUHS Form 7920-a, "RMI System Support Request Form." At a minimum, the following information must appear or accompany the form:

    a. Signature of requesting area's department chair;

    b. Point of contact who is able to provide additional information if required and serve as the technical representative for testing/acceptance of the finished product;

    c. Specifications that provide sufficient information for completion of work. For complex projects, USUHS Form 7920-a can be used to initiate the design process, but may require a subsequent memorandum to lock-in specifications before programming commences; and

    d. A statement of the cost/benefit analysis performed. Request new reports using USUHS Form 7920-b, "CUFS Report Information Form," detailing the information to be received and the purpose of the report.

2. All programming requests that commit USUHS resources to the CUFS software must be reviewed and approved/ disapproved by representatives from Contracting (CTR), Financial and Manpower Management (FMG), Logistics (LOG), and RMI. In addition, changes that affect areas outside these departments will be coordinated prior to starting work. Newly accepted requests will be prioritized with the current outstanding programming requests.

3. When programming is completed in the development database, a sample output and USUHS Form 7920-a will be forwarded to the originator for testing or validation. Upon signature of acceptance, the code will be moved into the production database.

4. Periodically, all custom procedures and reports will be reviewed to determine if their use is still required.

Attachments:
1. USUHS Form 7920-a
2. USUHS Form 7920-b

RMI SYSTEM SUPPORT REQUEST FORM

Department Information	RMI Programming Information
Date of Request:	Date Received at RMI:
Requesting Department:	RMI Control Number:
Point of Contact:	Programmer Assigned:
Phone Number:	Priority Code:

ACTION REQUIRED					
	Create a new program		Modify existing program		Other

Narrative: Please Provide a brief description of the work desired:

Justification: Briefly outline the need for the action:

Approval Section:	Date
Department Head:	
RMI Director:	
Contracting Representative: ⸴	
Financial Management Representative:	
Logistics Representative:	

Form 7920-a (July 1997)

USUHS Instruction 7920, 8/97

TASK HISTORY

Primary Staff:	Initial Time Estimate:
Review Staff:	Date Priority Set:
Start Date:	Actual Time Required:

Staff Comments:

Review and Testing

Review	Signature	Date	Comments
Initial test complete			
Staff review complete			
Doc review complete			
Placed into production			

Customer Concurrence: The description of the work to be done on the front of this form has been satisfactorily completed.

Customer Signature: _____ Date: _____

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE AND UNIVERSITY FINANCIAL SYSTEM

REPORT INFORMATION	
Job Name:	Originator:
Title:	Retention:
	Audit Requirements:
Number of Copies:	Frequency:
Distribution:	Landscape OR Portrait: / Reduction:
Information Provided:	Purpose of Report:

PROGRAM INFORMATION	
Programmer:	Parameters:
Input File(s):	Output File(s):
Sort Sequence:	Selection Criteria:

FORM 7920-b (JULY 1997)